

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation

3833 South Development Avenue

Boise, Idaho 83705

January 8, 2003

In Reply Refer To:  
9210 (FA-640) P

EMS Transmission 01/09/03  
Information Bulletin No. OF&A 2003-019

To: State Directors

From: Director, Office of Fire and Aviation

Subject: 2003 *Snapshots* Report Schedule and Guidance

*Snapshots* has proved to be a valuable tool to help illustrate Bureau of Land Management (BLM) success in fuels projects and assisting communities at risk. *Snapshots* will continue throughout 2003 with a few minor changes in procedures. The submission assignment schedule is attached.

The goal for *Snapshots* will be to show examples of BLM projects that assist communities at risk, reduce potential for catastrophic fire, show close coordination with partners such as rural and volunteer fire departments, and help protect and/or restore resources. Examples of successes in contracting for project work, volunteer and community efforts, and coordination with state and local government partners, are also important.

*Snapshots* will be used to highlight BLM National Fire Plan accomplishments. Projects that relate to watershed-level plans, public land health initiatives, fire in land use planning, community involvement, and related issues can be incorporated.

Submissions can and should include, where appropriate, activities that demonstrate Secretary Norton's four 'C's (consultation, cooperation, communication—all in the service of conservation). These may include, but are not limited to, work with Student Conservation Association programs, Project Learning Tree, Firewise, or other community outreach efforts.

Beginning with the 2003 editions in February, the following will apply.

- Each state should develop mailing list procedures to electronically forward *Snapshots* to appropriate individuals and groups, both at the state and local level. For example, state and local rural and community fire departments, appropriate elected officials, state and local agencies, media outlets as appropriate, interest groups, and interested businesses. Determining how electronic mailing lists should be developed, and who should be on them should be coordinated with the External Affairs Offices in each state.
- Each story submission should include the name and telephone number of a local contact for follow-up questions from readers.
- Photos in support of submissions generally have been good. Improving the quality of photos should always be a goal. Photos should help tell the story in a dramatic fashion. External Affairs offices should help obtain photos or provide equipment and training in photography.
- *Snapshots* will continue to be distributed via e-mail in PDF format. It will also be available on the BLM Fire and Aviation external web site.
- Twenty-four editions of *Snapshots* are planned with three states highlighted in each issue. Each BLM state will have the opportunity to submit material for six separate issues.

State and field offices have put forth good support and participation during 2002 and provided many excellent examples of work being accomplished. We plan to continue the program, such as *Snapshots*, to help illustrate your success.

If you have further questions or comments, please contact Dave Vickery, Office of Fire and Aviation, at 208-387-5272.

Signed by:  
Timothy M. Murphy  
Acting Director  
Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.  
Office Services

1 - Attachment

*Snapshots* Submission Guidelines (2 pp)

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